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To University of Virginia Departments

### Work safely with pallets

Working with pallets can present hazards for workers. All university departments include health services, athletics, and other departments not related to Facilities Management must consider the following precautions when dropping off pallets to University of Virginia Recycling/Sort Facility @ 2456 Old Ivy Road.

Considerations before dropping off pallets to the Sort Facility:

- Inspect every pallet for any defects such as loose nails, loose boards, splinters, cracks or weaknesses. Discard or repair any pallet that has defects.
- If you have a large load of pallets please contact Victor Martin by phone (434-566-7020) or by email ([vem8n@virginia.edu](mailto:vem8n@virginia.edu)).

Considerations at the Sort Facility:

- All pallets 4 x 4 pallets need to be taken to the front of the sort facility building.
- Upon arriving at the site, get in contact with Nicholas Gentry (Lead Point of Contact for Victor Martin). Call: 434-531-9638 Nicholas will show you where the pallets will be stored.
- If you have a large load (ten or more), Nicholas Gentry can unload them for you with the forklift.
- If you have a small load (under ten), you will need to off load them to the designated area.
- When stacking pallets, you should be standing on the side, and placing each pallet on top of each other (not throwing them). Stacking them in flat, stable piles no higher than four feet.
- Use the two people lift method when stacking pallets above chest level of the shortest person/crew member, or ask Nicholas Gentry to use the forklift to stack them.
- Always make sure that any loose boards or chips of wood are thrown into the brush roll-off (Construction, Demolition and Debris Container).
- All pallets over four feet need to be put in the brush roll-off to include all broken pallets.

Safety Focus:

- The loading, unloading of pallets should be done with care.
- Exercising proper lifting techniques (Lifting with the knees, not the back) should be considered as paramount to safe handling and distribution of property/material.
- All proper personal protective equipment (PPE), should be worn while loading, unloading, and storage of pallets (Gloves, safety glasses, safety shoes).
- Always report any loose debris laying on the ground or on top of pallets before proceeding with your work (Contact Lead Contact at Site).

Thank you for your attention to this matter.

References:

UVA Recycling, <https://www.fm.virginia.edu/programs/recycling.html>

The official Magazine of the National Safety Council Congress & Expo  
<https://www.safetyandhealthmagazine.com/articles/work-safely-with-pallets-2>